

Edit a patient's profile

English

Why?

You may need to update a patient's name, date of birth or other information within their ResMed ReSupply profile.

Note: When a patient's information changes in ResMed ReSupply, we recommend that you also update all other systems containing this information (billing system, therapy and compliance systems, etc.). This ensures that these updates are not overwritten when a patient list is uploaded.

Edit a patient's information

1. Log in to ResMed ReSupply.
2. Find the patient, and then click the **pencil** icon next to their name.

	Actions	Last Name ↕	First Name ↕
<input type="checkbox"/>		Luis	Garcia

* Patient identities and data are fictional.

3. Enter all necessary profile information in the appropriate tabs—Demographics, Insurance, etc.
Note: If there is no insurance option in the drop-down list, notify your Solutions Delivery Specialist.

Demographics
Protocol
Therapy
Insurance

4. Click **Save** or **Save and Exit**.

Update a patient's notification preference

1. On the List Patients page, find the patient, and then click the **pencil** icon next to their name.
2. In the Contact Information section, enter the patient's phone and/or email address.

Contact Information

*Phone Number Phone Type Home ▼
Example: (111) 555-1212 or 1115551212 Type of phone number

*Login PIN Email
PIN must be 4 digit year of birth (begins with 19 or 20) Example: resupply@resmed.com

Patient must be active and have a unique email address in order to log into MyResMedReSupply.

* Patient identities and data are fictional.

3. Under Contact Method, you can choose the following options (we recommend that you select both options):
 - Notify by Email
 - Notify by Phone

Note: If the patient requests a live transfer only, then select **Yes** next to Notify by Phone and assign the Live Transfer (LT) protocol. For steps on how to assign the LT protocol, refer to the following guide: [Assign or update a protocol](#).

Contact Method

Notify by Email Yes No Notify by Phone Yes No

4. Click **Save** or **Save and Exit**.